



STATE OF WASHINGTON
STATE RECORDS COMMITTEE

Office of the State Auditor • Office of Financial Management • Office of the Attorney General • State Archives

PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900

MEETING MINUTES
April 8, 2009 – 1:30 pm
Archives Conference Room, Olympia

Members Present: Steve Ryser (Office of the State Auditor); Marta DeLeon (Attorney General's Office) Regan Hesse (Office of Financial Management), Jerry Handfield (Washington State Archivist),

Staff Present: Russell Wood (State Records Manager); Michele Mallery (Records Management)

Records Officers/Guests: Barbara Benson (University of Washington); Grace Fitzgerald (University of Washington); Brenda Galarza (Office of the Secretary of State); Lee Benford (Department of Labor & Industries); Sid McAlpin (Department of Health); Janice McMann (Indeterminate Sentencing Review Board); Margaret McKinney (Indeterminate Sentencing Review Board); Lisa Homan Walker (Department of Labor & Industries); Tammy Lee (Department of Labor & Industries); Ivan Johnson (General Administration); Trina Regan (General Administration); Bruce Clark (Department of Licensing); Cathy Downs (Department of Transportation); Marla Carlo (Department of Transportation); Stacii McKeon (Liquor Control Board)

I. ROUTINE BUSINESS

A. Call to Order: Steve Ryser called the meeting to order at 1:35 p.m.

B. Introduction of Records Officers/Guests: All Records Officers and guests were introduced.

C. Approve March 4, 2009 Minutes: Ryser called for a motion to approve the March 4, 2009 minutes; moved by Hesse; seconded by Handfield
Resolution: Motion carried.

D. Adoption of Today's Agenda: Ryser called for a motion to approve today's agenda. Moved by DeLeon; seconded by Hesse

II. OLD BUSINESS

A. 1. Tabled item from March 4, 2009 meeting

Office of Minority and Women's Business Enterprises, No Office Name or Number

The Office of Minority and Women's Business Enterprises requested to withdraw the submitted schedule for further work

2. Department of Licensing, Office 510 (Driver Services/AD's Office)

The Department of Licensing clarified this schedule was not part of the EIS.

Action: Motion to approve: DeLeon; seconded by Hesse

Resolution: Motion carried.

3. University of Washington, Office 19/45/06 (A&S: Psychology: Clinic Coordinator: Psychological

The University of Washington worked with Regan Hesse from the Office of Financial Management to review the cut-off. As no alternative cut-off text was suitable it was requested to approve the schedule as submitted.

Action: Motion to approve: DeLeon; seconded by Handfield

Resolution: Motion carried.

4a. Department of Labor & Industries, Office 677 (DOSH – Consultation, Education and Outreach: Governor’s Safety and Health Conference)

The Department of Labor & Industries requested to withdraw item 1 and clarified item 2.

Action: Motion to approve: Hesse; seconded by Handfield

Resolution: Motion carried.

4b. Office 714 – Fraud Prevention: Investigations

The Department of Labor & Industries explained how these records series relate to the case and the disposition of the case.

Action: Motion to approve: Hesse; seconded by Handfield

Resolution: Motion carried

4c. Office 715 – Fraud Prevention: Provider Fraud

The Department of Labor & Industries explained the records series; however, it was recommended to table to determine the consistency of the cut-off language within State Agencies.

Action: Motion to table: DeLeon; seconded by Hesse

Resolution: Motion carried

4d. Office 720 – Information Services Division

The Department of Labor & Industries requested for this record series to be tabled to investigate if the State General Records Retention Schedule is a better fit.

Action: Motion to table: DeLeon; seconded by Handfield

Resolution: Motion carried

III. NEW BUSINESS

A. Action Items for Committee Review/Approval

1. Environmental Hearings Board

Records Retention Schedule for Office 100 (Environmental Hearings Board), dated March 23, 2009

Action: Motion to approve: DeLeon; seconded by Handfield

Resolution: Motion carried.

2. Department of Fish & Wildlife

Records Retention Schedule for Office 500 (Fish Programs/Science/BDS), dated March 13, 2009

Action: Motion to approve pending adding Archival to item # 5: Handfield; seconded by DeLeon; seconded by Hesse

Resolution: Motion carried.

3. General Administration

Records Retention Schedule for Office 500 (Real Estate Services), dated March 6, 2009

Action: General Administration requested to withdraw item #1 to use the State General Records Retention Schedule. Motion to table item #2 to fix retention in accordance with WAC: DeLeon; seconded by Hesse

Resolution: Motion carried.

4. Washington State Lottery

Records Retention Schedule for Office 400 (Marketing) dated March 16, 2009

Action: Motion to approve: Hesse; seconded by Handfield
Resolution: Motion carried

5. Office of the Secretary of State

Records Retention Schedule for Office 300/500 (Corporations/Charities) dated March 12, 2009

Action: Motion to approve pending correction of description from "public" to "applicants":
DeLeon; seconded by Hesse

Resolution: Motion carried

6. Department of Health

Records Retention Schedule for Office 417 (Office of Shellfish and Water Protection) dated
January 14, 2009

Action: Motion to approve: DeLeon; seconded by Hesse

Resolution: Motion carried

7. Department of Labor & Industries

Records Retention Schedule for Office 482 (Electrical Program – Plan Review) dated March 12,
2009

Action: Motion to approve: DeLeon; seconded by Handfield

Resolution: Motion carried

8. Department of Transportation

Records Retention Schedule for Office 181 (ITS Communications & Wireless (Radio) dated
March 10, 2009

Action: Motion to approve: DeLeon; seconded by Handfield

Resolution: Motion carried

9. Indeterminate Sentencing Review Board

Records Retention Schedule for Office 100 (Indeterminate Sentencing Review Board) dated
March 1, 2009

Action: Motion to approve: DeLeon; seconded by Handfield

Resolution: Motion carried.

Records Retention Schedule for Office 140 (Indeterminate Sentencing Review Board) dated
January 22, 2009

Action: Motion to approve: Hesse; seconded by DeLeon

10. Department of Licensing

Records Retention Schedule for Office 440 (Prorate and Fuel Tax Services – IFTA Unit) dated
March 2, 2009

Action: Motion to approve: DeLeon; seconded by Hesse

Resolution: Motion carried

Records Retention Schedule for Office 651 (Engineers Board) dated March 12, 2009

Action: Motion to table "Final Disciplinary Orders" to have agency clarify with their AG of the
cut-off and retention. Motion to table "Failed Local Board Prepared Examination Solutions" to
determine if this is State or Local: DeLeon; seconded by Handfield

Resolution: Motion carried

11. Washington State Liquor Control Board

Records Retention Schedule for Office 212 (Payroll) dated February 25, 2009

Action: Motion to approve: Hesse; seconded by DeLeon

Resolution: Motion carried

Records Retention Schedule for Office 424 (Retail) dated February 25, 2009

Action: Motion to approve amended copy: Hesse; seconded by DeLeon

IV. OTHER BUSINESS

A. Announcements from the State Archivist

1. Jerry Handfield reported on the Library of Congress status regarding the grant to start other states for the start up of a Digital Archives business. They awarded \$925,000 last year. This year they decided to give the Washington State Archives another \$100,000 to extend through 2010 as well as added 2 more states, making it a total of 2 states Washington State's Digital Archives model.
2. Digital Archives was voted #1 by Ancestry.com magazine in America for online genealogy research. There are 81 million records in the digital archives. 47 million records were added in one year. Last month 370,000 records were added. In October 2008, there was 8,000 searches per day now there are nearly 10,000 searches a day, while retrieving 8300 records every day.
3. April 3, 2009, 4 million dollars was transferred out of the local government archives account to the Heritage center account. House Bill 1374 was passed 96-0 to keep the 4 million dollars in the local government archives account. It was sent over to the senate for vote, which has not yet happened, but the money was transferred anyways. Due to the money being transferred, the State Archives will be releasing all of the project personnel as well as non-permanent personnel by the end of April. Some permanent staff may also need to be layed off. The next grant program is likely to be only \$200,000 for the next grant cycle.
4. The next workshop is sold out. The State Archives is considering raising the price of the workshops to cover the costs of the workshop, travel, etc.

V. NEXT MEETING

When: May 6, 2009 - 1:30pm

Where: Archives Conference Room, Archives and Records Building, Olympia

VI. ADJOURNMENT

Action: Motion to adjourn: DeLeon seconded by Hesse

Resolution: Meeting adjourned 3:20 p.m.

CERTIFICATION OF MINUTES OF THE STATE RECORDS COMMITTEE MEETING:

I, Steve Ryser, Chair of the State Records Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the State Records Committee of the Secretary of State, Archives and Records Management Division, held in the State Archives Building conference room on April 8, 2009, and that the public meeting was duly called and held in all respects in accordance with the laws of the State of Washington and that a quorum was present.

Steve Ryser
Chair Signature

5-6-09
Date